

APPOINTMENT LETTER 2

MTAQ-A (715-k)

DATE

MEMORANDUM FOR (address the designation to the individual by name, including rank or grade, full name, and mailing address)

SUBJECT: Appointment of Ordering Officer for the Reengineering Personal Property Program

1. **Appointment:** Under AFARS 1.602-2-91, you are appointed an Ordering Officer for the purposes set forth in paragraph 2. Your appointment shall become effective as of date of this letter and shall remain in effect through the life of the subject contracts until you are reassigned, or your employment is terminated. You are responsible to and under the technical supervision of the division chief of the Acquisition Division, Headquarters, Military Traffic Management Command (MTMC) and Contracting Officer's Representative (COR) for your actions as an Ordering Officer.

2. **Authority, Limitations and Requirements:** This letter authorizes you to place task orders and their modifications up to a limit of \$25,000 against the indefinite delivery contracts at Enclosure 1.

3. **Standards of Conduct:** You shall comply with the commercial professional conduct. A similar standards of conduct is prescribed in Joint Ethics Regulation (JER) DoD 5500-7-R, which can be found at the following web site:
http://www.defenselink.mil/dodgc/defense_ethics/index.html.

4. **Responsibilities:** You are responsible for (1) issuing and distributing task orders and their modifications, (2) establishing controls necessary to ensure that all contract terms and conditions are met and that supplies and services ordered conform to contract requirements, and (3) reporting deficiencies on companies performing task orders promptly to the COR. The individual Ordering Officer Appointment letter and Standard Operating Procedures (SOP) are the training source of information on regulatory and procedural information for Ordering Officers.

5. **Termination of Appointment:** Your appointment may be revoked at any time by the Chief of the Contracting Office and shall be terminated in writing. Termination of your appointment shall be made upon expiration or termination of all contracts in Enclosure 1. Your appointment will be terminated in writing if you are reassigned from this contract by your employer. Should you be reassigned from your present position while this appointment is in effect, you shall promptly notify the appointing authority in writing.

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6. **Acknowledgment of Receipt:** You are hereby required to acknowledge receipt of this appointment and return one copy to each of the following:

- (a) HQ, Military Traffic Management Command
ATTN: MTAQ-AP, Room 308
5611 Columbia Pike
Falls Church, VA 22041-5050
Fax: (703) 681-9036
- (b) Contracting Officer for your contract (not the Reengineering Personal Property Pilot Program (PTOPS) contract).
- (c) Contracting Officer's Representative (COR) for the Reengineering Personal Property Pilot Program in your activity.

Your signature also serves as certification that you have read and understood the contents of this appointment letter and SOP. A copy of this appointment should be retained in your contract file. Please refer any comments or questions to Ms. Kyong Cyr (KC) at (703) 681-8572 or DSN 761-8572.

- 2 Encls
- 1. List of Contracts
 - 2. SOP

FRANCIS A. GIORDANO
Chief, Acquisition Division

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Ordering Officer's Acknowledgment of Receipt:

_____ I have read and I understand this letter of appointment and SOP

Name: _____

Title & Rank/Grade: _____

Telephone No.: (_____) _____ Fax No.: (_____) _____
(DSN) _____

Email Address: _____

Signature

Date